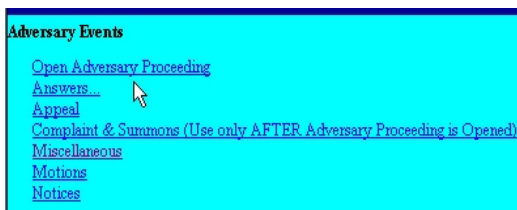


File an Adversary Proceeding (submit the Summons as an attachment).

STEP 1 Select **Adversary** from the CM/ECF toolbar, then select **Open Adversary Proceeding**.



STEP 2 The **Open Adversary/MP Case** screen displays.

A screenshot of the 'Open Adversary/MP Case' screen. The screen has a blue header with the title 'Open Adversary/MP Case'. Below the header, there are three input fields: 'Case type' with a dropdown menu showing 'ap', 'Date filed' with the date '10/16/2003', and 'Complaint' with a dropdown menu showing 'y'. At the bottom of the form are two buttons: 'Next' and 'Clear'. A mouse cursor is pointing at the 'Next' button.

- ◆ **Case Type** - select 'ap'.
- ◆ **Date Filed** - will always default to current date.
- ◆ **Complaint** - select 'y' for a **Complaint**, 'n' for a **Notice of Removal**.
- ◆ Click on the **Next** button.

STEP 3 The **Add Associated Cases** screen displays.

A screenshot of the 'Add Associated Cases' screen. The screen has a blue header with the title 'Add Associated Cases'. Below the header, there are two input fields: 'Lead case number' with the value '03-20839' and 'Association type' with a dropdown menu showing 'Adversary'. At the bottom of the form are two buttons: 'Next' and 'Clear'. A mouse cursor is pointing at the 'Next' button.

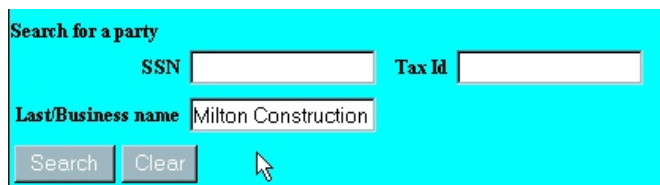
- ◆ **Lead case number** - type in the main bankruptcy case number in the format shown in the example.
- ◆ **Association type** - select '*Adversary*'.
- ◆ Click on the **Next** button.

STEP 4 The **Case Division Assignment** screen displays.



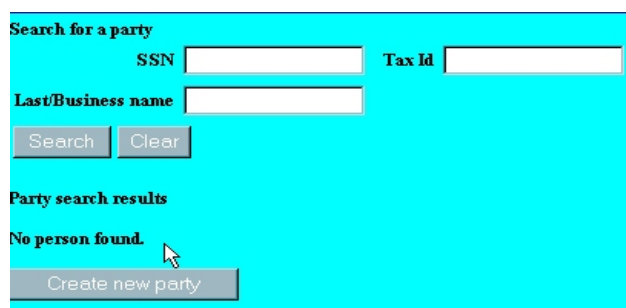
- Click on the **Next** button.

STEP 5 The **Search for a party** screen is displayed. In this step you will be adding the **plaintiff(s) and defendant(s)** to this adversary proceeding. Parties may be added in any order.



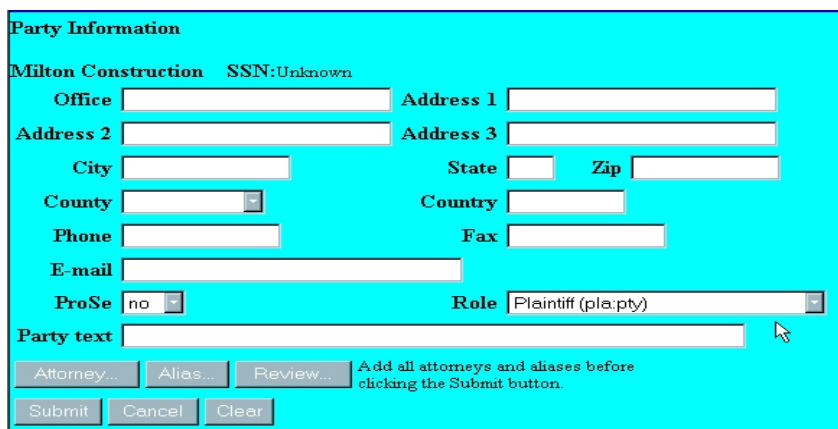
- ◆ Type in the Last Name or Business Name. **DO NOT SEARCH BY THE SSN or TAX ID numbers.**
- ◆ Click on the **Search** button.

STEP 6 The **Party search** results are displayed.



- ◆ If the party's name appears in the **Party search results** window, highlight the name and click the **Select name from list** button.
- ◆ If the party's name does not appear in the **Party search results** window or you see a **No person found** response, click on the **Create new party button** and proceed to **Step 8**.

STEP 7 The **Party Information** screen is displayed.



Party Information

Milton Construction SSN: Unknown

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

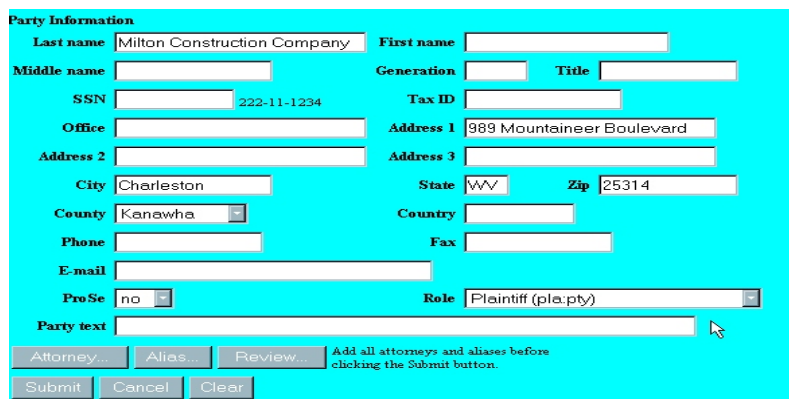
Party text

Attorney... Alias... Review... Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

- ◆ **Role** - change to reflect the role of your party, either a **plaintiff** or **defendant**.
 - ◆ **Pro Se** - select appropriate status for the party in this field.
 - ◆ **Party text** - if there is text after the party's name (i.e. 'Ohio Corporation,' 'Trustee,' etc.) type it in this field.
 - ◆ **Alias** - select this button if the party has any known aliases.
 - ◆ **Attorney** - select this button to enter an attorney if the party is represented by one.
- Proceed to **Step 9**.

STEP 8 If your party does not appear in the pick list or you received a **No person found** message, you will need to add the party to the database. Select **Create new party**. The **Party Information** screen will be displayed.



Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role


Party text

Attorney Alias Review Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

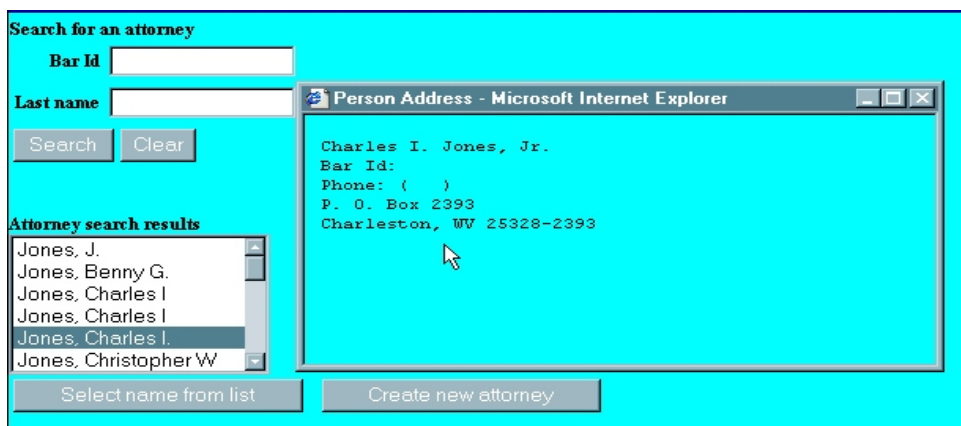
- ◆ Refer to **Step 7** for adding party information.

STEP 9 After the *Party Information* has been added, click on the **Attorney** button to add an attorney to the case. The **Search for an attorney** screen will be displayed.



- ◆ **Last name** - type in up to 10 letters of the attorney's last name and click on the **Search** button.
- ◆ **Bar Id** - this field is for information only; do not do a search for an attorney using the Bar Id.
- ◆ Click on the **Search** button.

STEP 10 The **Attorney search results** displays. **DO NOT ADD ANY ATTORNEYS FOR THE DEFENDANT(s).**



- ◆ If the attorney's name appears in the **Attorney search results** window, click on **Select name from list** and proceed to **Step 12**.
- ◆ If the attorney's name is not listed, or '**No person found**' appears, click on the **Create new attorney** button.

STEP 11 If you clicked on the **Create new attorney** button, the following **Attorney Information** screen will display.

Attorney Information (Party Milton Construction Company,)

Last name	<input type="text" value="Jones"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Title	<input type="text"/>	Bar Id	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
Zip	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>	Lead attorney	<input type="text" value="yes"/>

Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party.

- ◆ Enter name and address of attorney for the party.
- ◆ Select **Add attorney**.
- ◆ The **Party Information** screen appears. Select **Submit** if you do not have another attorney to add for this party. If you have another attorney to add for this party, select **Attorney** and repeat **Steps 9, 10 and 11**.

STEP 12 If the attorney's name appeared, the **Attorney Information** screen is displayed.

Attorney Information (Party Milton Construction Company,)

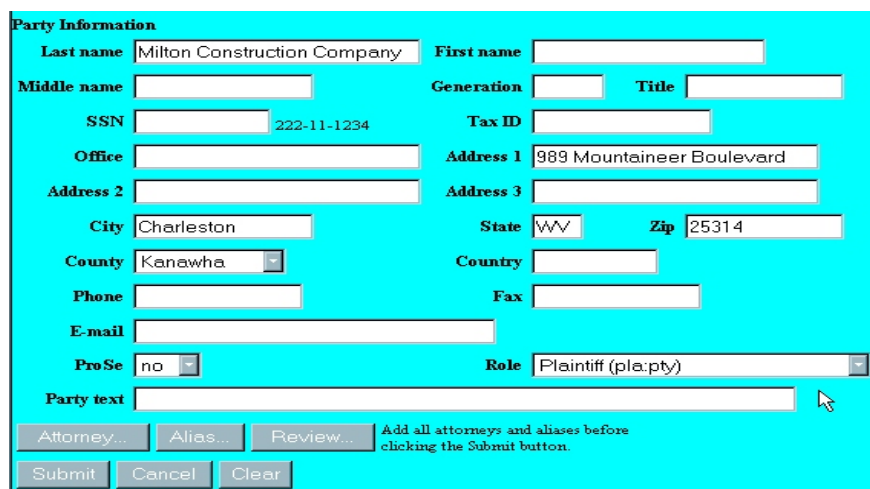
Charles I. Jones Jr. Bar Id:Unknown Bar Status:Unknown

Office	<input type="text"/>	Address 1	<input type="text" value="P. O. Box 2393"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text" value="Charleston"/>	State	<input type="text" value="WV"/>
Zip	<input type="text" value="25328-2393"/>	Country	<input type="text"/>
Phone	<input type="text" value="()"/>	Fax	<input type="text"/>
E-mail	<input type="text" value="117953"/>	Lead attorney	<input type="text" value="yes"/>

Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party.

- ◆ **Lead attorney** - select 'yes' if this is the lead (or only) attorney for this party.
- ◆ Select **Add Attorney**.

STEP 13 The **Party Information** screen is displayed again.



Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

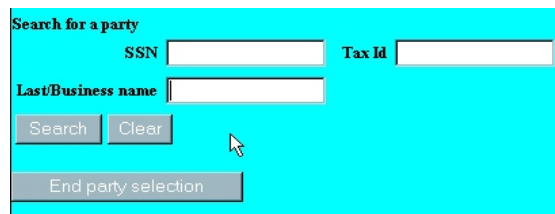
Pro Se Role

Party text

Add all attorneys and aliases before clicking the Submit button.

- ◆ Verify information. Selecting the *Review* button allows you to view all aliases and attorneys you have added for this party.
- ◆ Select **Submit**. This will add the party to this adversary proceeding.

STEP 14 The **Search for a party** screen displays again.



Search for a party

SSN Tax Id

Last/Business name

- ◆ Refer back to **Step 5** to continue adding all plaintiffs and defendants.
REMEMBER - DO NOT ADD AN ATTORNEY FOR THE DEFENDANT(S). DEFENDANT'S ATTORNEY IS ADDED WHEN AN ANSWER IS FILED.
- ◆ When all parties have been added, select **End Party Selection**.

STEP 15 The **Open Adversary/MP Case** screen with statistical information is displayed.

- ◆ **Party code** - select the role of the United States in this adversary proceeding.
- ◆ **Nature of Suit** - select the relief being sought. If there are multiple counts to the complaint, **select the one that appears first on the list.**
- ◆ **Origin** - select the origin of this complaint. This field will usually be the default 'Original Proceeding.'
- ◆ **Transfer date** - leave this field blank.
- ◆ **Rule 23 (transfer action)** - select 'y'es or 'n'o.
- ◆ **Jury demand** - select party requesting a jury or *None*.
- ◆ **Demand (\$000)** - if this adversary complaint seeks monetary relief, enter the amount in thousands of dollars.
- ◆ Click on the **Next** button.

STEP 16 The **Select pdf document** screen is displayed.

- ◆ Type the file name in the blank or click on **Browse** to select the **.pdf file** to associate with this event.
- ◆ **Attachments to Document:** **Attach the Summons to be issued by the Clerk's Office** - click on the 'Yes' radio button.
- ◆ The **Select one or more attachments** screen will display.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFiles\Bankruptcy - Summons.pdf

2) Select a document type and/or enter a description.

Type	Description
Summons	

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ◆ Select the filename of your attachment by using Browse.
- ◆ Click on the arrow next to **Type** and click on type of attachment, if listed.
- ◆ Click in **Description** box and type in any additional description, or add description, if not listed under **Type**.
- ◆ Click on **Add to List**.
- ◆ Continue to add attachments using the steps above as necessary.
- ◆ Once all attachments have been added, click on **Next**.

STEP 17 The **Fee** screen displays.

Open Adversary/MP Case

Fee: \$150

- ◆ The filing fee that will be charged to your Credit Card is shown.
- ◆ Click **Next** to continue.

STEP 18 The **Docket Text: Final Text** screen is displayed.

Docket Text: Final Text

Complaint by Milton Construction Company against John Erwin Doefield. 426 (Dischargeability 523). Fee Paid \$150 (Attachments: # (1) Summons) (atyjib,)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the text docket entry. This is what will be displayed on the docket and is your final chance to correct any errors.
- ◆ Click on the **Next** button.

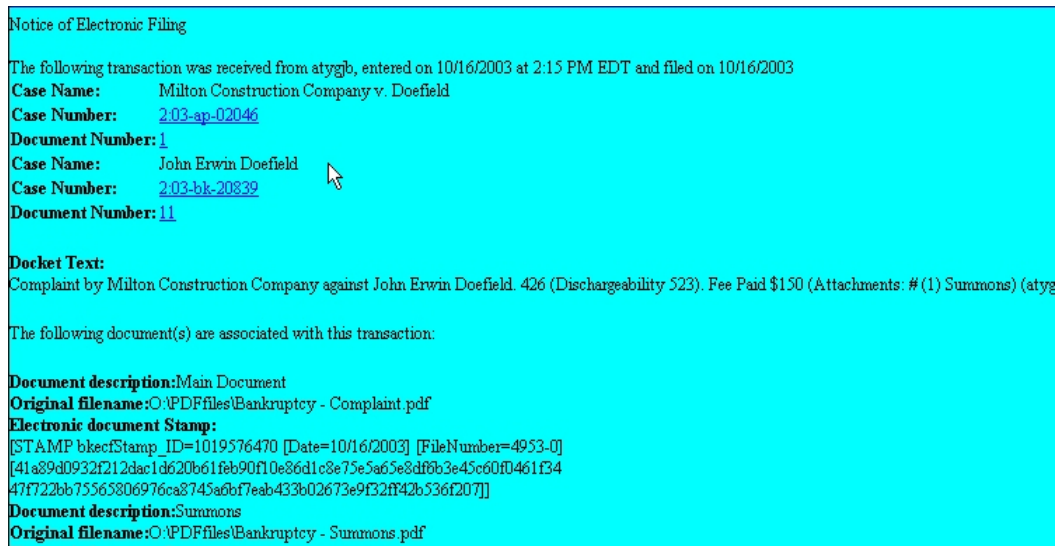
STEP 19 A **Summary of Current Charges:** screen displays.

Summary of current charges:

Date Incurred	Description	Amount
2003-09-23 11:09:33	Voluntary Petition (Chapter 7)(2:03-bk-20836) [misc,volp7aty] (200.00)	\$ 200.00
2003-09-23 11:28:49	Voluntary Petition (Chapter 7)(2:03-bk-20837) [misc,volp7aty] (200.00)	\$ 200.00
2003-09-23 14:37:20	Voluntary Petition (Chapter 7)(2:03-bk-20838) [misc,volp7aty] (200.00)	\$ 200.00
2003-09-24 13:28:41	Motion to Lift Automatic Stay(2:03-bk-20826) [motion,mrlfsty] (75.00)	\$ 75.00
2003-10-09 18:08:39	Debtor(s) Notice of Conversion to Chapter 7(2:03-bk-20826) [notice,dbntccrv] (15.00)	\$ 15.00
2003-10-14 10:53:11	Amended Schedules/Statements(2:03-bk-20839) [misc,amdsch] (20.00)	\$ 20.00
2003-10-16 14:15:58	Complaint(2:03-ap-02046) [cmp,cmp] (150.00)	\$ 150.00
		Total: \$ 960.00

- ◆ Clicking on **Pay Now** will generate a single charge to your account.
- ◆ Clicking on **Continue Filing** will tally your charges to allow you to make a single charge for multiple filings.

STEP 20 The **Notice of Electronic Filing** screen displays. Note the Adversary Proceeding Case Number for your records.



- ◆ The **Notice of Electronic Filing** screen confirms that the system has received the adversary proceeding case and provides the following information:
- ▶ Who file the document.
 - ▶ Date and Time
 - ▶ Case Name
 - ▶ Case Number
 - ▶ Document number
 - ▶ Original filename (pdf)
 - ▶ Electronic document stamp
 - ▶ Electronic mail recipients and manual notice lists